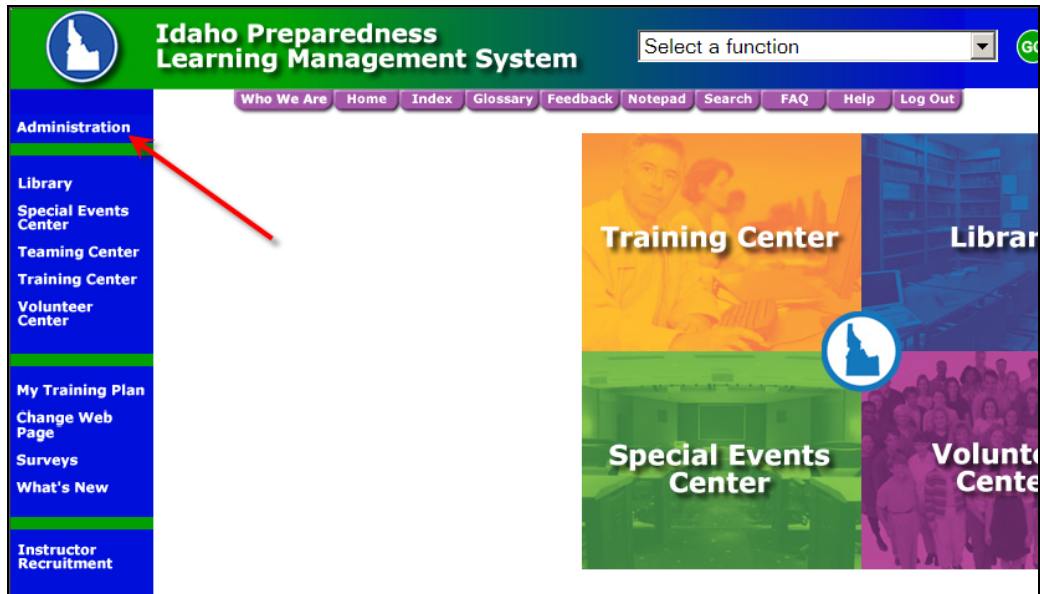


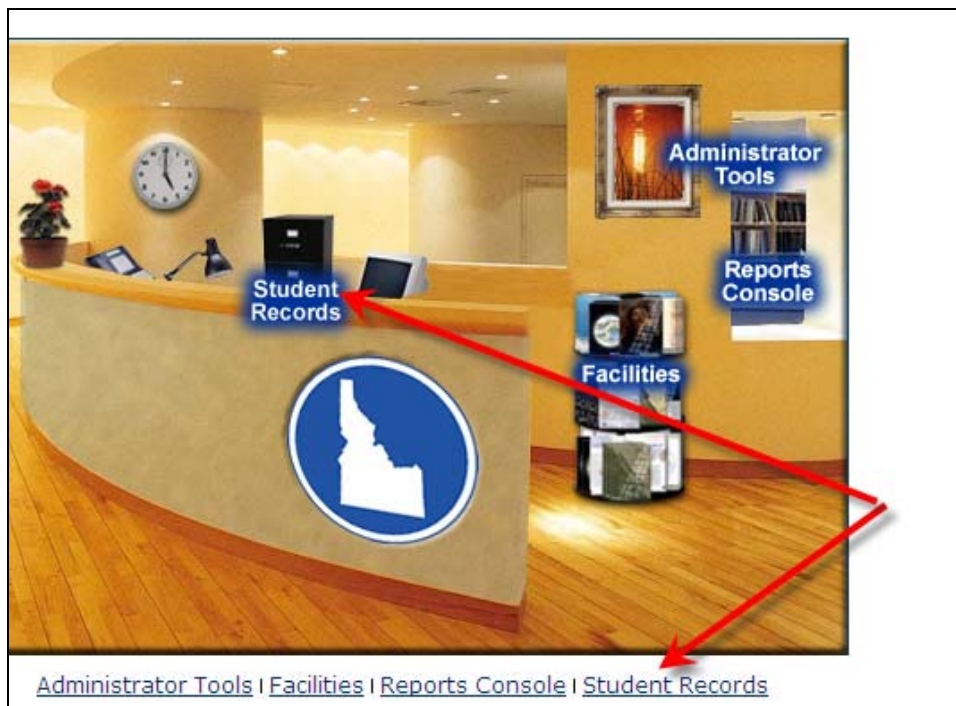
## INSTRUCTIONS: Changing Your Password or Login ID, Update User Profile, View Student Transcript

Individuals may have registered themselves as a user on the Idaho Preparedness Learning Management System (LMS) or they may have been registered by a LMS administrator and have an established Login ID and password. In either case, a user can change his/her password and login ID, view their student transcript, update their user profile (modify their email address) by following these steps.

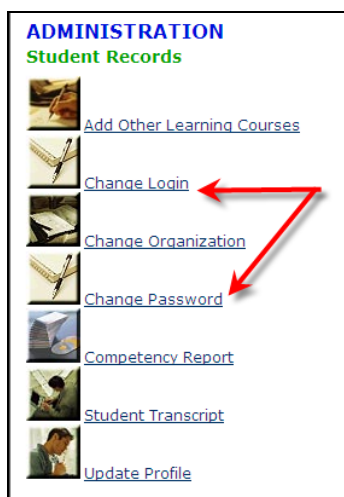
1. After logging into the site, select: **Administration**



2. Select: Student records



3. From here, you can select to change your login or your password, view your student transcript or update your user profile (contact information). To change your contact information (**email address**), click on Update Profile and update information.



**Example A:** If you select Change Login, you will be asked to enter your current login and then a new login. Your new Login ID will be effective the next time you login to the site.

A screenshot of the 'Change Login' form. The title is 'ADMINISTRATION' in blue, with 'Change Login' in green below it. A description reads: 'Change Login allows you to change your site Login ID.' There are two input fields: 'Current Login:' and 'New Login:'. Below the fields are two buttons: 'Submit' and 'Cancel'.

**Example B:** If you select Change Password, you will be asked to enter your current password and then a new password. Click submit. To exit without changing your password, click Cancel. Your password must consist of at least six characters. These characters MUST include at least one alpha letter and one number. It should not include spaces, and is case sensitive. Your new password will be effective the next time you login to the site.

A screenshot of the 'Change Password' form. The title is 'ADMINISTRATION' in blue, with 'Change Password' in green below it. A description reads: 'Change Password allows you to change your site password.' There are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Below the fields are two buttons: 'Submit' and 'Cancel'.

If you have any questions about the above, please contact Suzanne, LMS Site Administrator, at the Institute of Emergency Management, ISU-Boise Center, [shemsuza@isu.edu](mailto:shemsuza@isu.edu) or call 208-373-1764.